

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 39-04 **POSITION TITLE:** Military Personnel
Officer

GRADE: MAJ/04 **AOC:** 43A00

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: Joint Force Headquarters

LOCATION: Fort Pickett, Blackstone, Virginia

OPENING DATE: 18 May 2004 **CLOSING DATE:** 18 June 2004

POC FOR ADDITIONAL INFORMATION: SSG Scott, (434)298-6330 or DSN 438-6330 or e-mail Mrs Brenda Ralls at brenda.ralls@va.ngb.army.mil

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: This position is located in the Military Personnel Office (MILPO) of the Army National Guard (ARNG). The purpose of this position is to supervise and manage, through subordinate supervisors, the following human resource programs: Officer Personnel Management (OPM), Enlisted Personnel Management (EPM), Standard Installation and Division Personnel System (SIDPERS), Personnel Services Section, Medical Section, and the Education Section. Plans and schedules work in a manner that promotes a smooth flow and even distribution, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Provides advice, guidance, and direction to employees on a wide range of military human resources and administrative issues. Interviews candidates for positions and selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Identifies or consults with subordinate supervisors and Human Resources Specialists on employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 39-04

of work. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Evaluates subordinate workers performance ensuring consistency and equity in rating techniques. Approves/disapproves leave requests. Oversees the programs of the MILPO through subordinate supervisors and senior workers that supervise technical and administrative activities within the organizational unit. Collaborates with heads of other units to negotiate, decide and/or coordinate work-related issues affecting other units. Advises officials that National Guard Bureau (NGB) on problems involving the relationship between the work of the organization supervised and broader programs, and the impact on such programs. Provides advice, counsel or instruction to supervisors and/or subordinate employees on both technical and administrative matters. Makes decisions on work problems presented by subordinate supervisors. Evaluates supervisors and serves as reviewing official on evaluations/appraisals accomplished by supervisors or senior workers. Makes or approves selections for non-supervisory positions and provides recommendations for selection of supervisory or work leader positions. Hears and resolves individual and group grievances and serious employee complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving key employees and determines required action. Approves expenses associated with extensive overtime and employee travel in support of Soldier Readiness Processing (SRP) or unit mobilization/demobilization. Recommends awards or bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher-level officials, supervisors, or others. Oversees the activities of program areas and ensures that legal and regulatory requirements are met. Reviews the goals and objectives developed by subordinates that integrate organization and military human resources objectives and establishes policies and procedures for accomplishment of the same. Establishes analysis systems to ensure actions are timely and reviewed at critical points. Performs other duties as assigned.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional officers, CPT/03 - MAJ/04 who are members of the Virginia Army National Guard. Must be qualified in the following AOC: 43A00.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last five OERs
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (SF 88 and SF 93 or DD Form 2807-1 and DD Form 2808 completed within the last 5 years)
5. Photograph in Class A uniform (taken within the last 12 months). Official photo not required. Photo must be dated.

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6. Documentation to support all periods of active duty service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506 or NGB Forms 23/23B**)

7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, and a waiver is not approved, the offer for the position may be revoked.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

Length of Tour: Three (3) years subject to program continuance; members successfully completing initial tour will be afforded priority for tour extension, after completing initial tour. Selected individual will be required to remain in this position for 3 years.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 18 June 2004. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer